

Executive Secretary  
7E 12, Headquarters

The following represent  
our notes on action items from  
the Management Committee meeting  
20 February concerning the Annual  
Personnel Plan.

Director of Personnel

20 FEB 1974

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AMC - Action Points on APP

1. The point of the APP is goal and not only projections.
2. Future APP is to carry a line noting approved ceiling by positions as well as goal or projection plans -- to provide contrast for projected slots and plans.
3. As appropriate to subject matter, prepare APP charts on basis of Directorate ceiling and on-duty strength, including DDM&S slots, and/or by career service ceiling.
4. All Directorates are to review and expand if possible their lateral entrance programs -- focusing especially on blacks and women.
5. As a source for identifying possible lateral entrants for full or part time, staff or contract, employment, the Directorates were asked to review their files on clerical and professional women who resigned in the past because of personal or family responsibilities.
6. The DDS&T is to review possibilities for expanding CT utilization in OTS and NPIC.
7. The Directorates are asked to look at their senior clerical positions for possible reclassification and upgrading of non-steno secretarial or admin assistant positions.
8. The Black BEO situation is to be put on charts for briefing of various Offices.
9. The policy of not approving the employment of spouses of supergraded employees is to be reversed and each application reviewed on a case-by-case basis.
10. All Directorates were asked to be especially attentive to plans for increasing the Agency's Black staffing, including promotion plans. The DCI pointed out particularly weak areas in the various Directorates and included specific note of the "E" Service situation.
11. The supergrade slotting and utilization is to be reviewed with a determination to be made how many positions are unused.

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The various Deputy Directors seem to feel that they have used all presently available to them.

12. The DCI suggested the Deputy Directors might find it useful to review their individual APP's with their Office Heads in the same fashion as the Agency APP was reviewed at AMC.

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